## How to add order remarks on the web side (Document)

Users log in to the OLISS website and click "Purchasing Management $\rightarrow$ Purchase Order" to enter the purchase order interface. In this interface, they can find the target documents through the filter bar or keywords, click "Order Remarks" on the right side of the target document, fill in the remarks, upload the attachments as needed, and finally click "Confirm".

4	互海科技	ΘQ		Wo	orkbench (23896)	Vessel Monitor Find	Switching S	System 🔻 🗘	\$3 EN - 🕐 🌘 🗱		
7	Maintenance >	Spa	are Parts Marine	Stores Oil	Chart	n the filter bar or keywords					
B	Repair Management 🚿	Purchase Ledger Order Contact Configuration Please select Belonging C V Please select a time range. Keywords Searching Search									
ඛ	Stock Management >										
Ä	Purchasing ~	No.	PO No.	Vessel 👻	Supplier Name	Belonging Company	Inquiry Mode 👻	Purchase Applica	Operation		
	Purchase	1	OL1-PO-P25012301	LINK OCEAN 1	SYCS 3.Click "Ord	上海互海信息科技有限公 er RerFarks" on the right sig	Geperal Inquiry de of the target	OL1-PA-P2501230	Order Remarks Download Copy		
	Purchase Docking	2	OL1-PO-P25012101	LINK OCEAN 1	test采购订单供应商	上海互海信息科技有限公 司	General Inquiry	PA-P24080202	Order Remarks   Download   Copy		
	Materials >	3	OL1-PO-P25012002	LINK OCEAN 1	test采购订单供应商	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2501200	Order Remarks   Download   Copy		
	Vessel Purchase	4	OL1-PO-P25012001	LINK OCEAN 1	test采购订单供应商	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2501200	Order Remarks   Download   Copy		
	Purchase Plan	5 OL1-PO-P25011502 I		LINK OCEAN 1	A20241113	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P241108(	Order Remarks   Download   Copy		
	Inquiry Management	6	OL1-PO-P25011501	LINK OCEAN 1	忐忑商务测试	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2411120	Order Remarks   Download   Copy		
	Purchase Order + 1.Click to enter the purchase order interface										
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	Purchase	1	OL1-PO-P25012301	LINK OCEAN 1		与限公	and finally click	"GL9-PA-P2501230	Order Remarks   Download   Copy		
	Purchase Docking	2	OL1-PO-P25012101	LINK OCEAN 1		Confirm Cancel <sup>写限公</sup>	General Inquiry	PA-P24080202	Order Remarks   Download   Copy		
	Materials >	3	OL1-PO-P25012002	LINK OCEAN 1	test采购订单供应商	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2501200	Order Remarks   Download   Copy		
	Acceptance	4	OL1-PO-P25012001	LINK OCEAN 1	test采购订单供应商	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2501200	Order Remarks   Download   Copy		
	Purchase Plan	5	OL1-PO-P25011502	LINK OCEAN 1	A20241113	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2411080	Order Remarks   Download   Copy		
	Inquiry Management	6	OL1-PO-P25011501	LINK OCEAN 1	忐忑商务测试	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2411120	Order Remarks   Download   Copy		
	Purchase Order					404 Total 10Total/Page			41 > Go To 1 Page		

After filling in the order remarks, click "Order Remarks" again to view and modify the remarks contents or attachments. After modification, just click "Confirm".

<b>小</b> 互海科技 ④	Q Worthwork (2000) Moreal Manifer Edit Order Remarks	Find Switching System - 🖓 💱 EN - 🕐 🍈 🗮
T Maintenance >	Spare Parts Marine Stores Oil	
B Repair Management >	Order Remarks Purchase Lodger Order Contact Configuration 此7单关注下	Please select a time range. Keywords Searching Bearch
Di Stock Management · · · · · · · · · · · · · · · · · · ·	Add Order No. PO No. Vessel + Upload	5.After filling in the order remarks, click "Order Remarks" again to view and modify the remarks contents or attachments. After modification, just click "Confirm"
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Materials >	3 OL1-PO-P25012002 LINK OCEAN 1 test采购订单供应商 司	版有限公 General Inquiry OL1-PA-P2501201 Order Remarks Download Copy
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Inquiry Management	6 OL1-PO-P25011501 LINK OCEAN 1 忐忑商务测试 上海互易信息和 司	技有限公 General Inquiry OL1-PA-P241112(Order Remarks Download Copy
Purchase Order	404 Total 10T	ntal/Page V < 1 2 3 41 > Go To 1 Page

You can also click anywhere in the target document to enter the purchase order details interface, view the order remarks and attachment, and click the right edit button to modify the remarks or attachments. After modification, click "Confirm".

6	互海科技			۹	Wo	rkbench (23896)	Vessel Monitor Find	Switching \$	System 👻 💭	\$3 EN▼ (?	● 朱慧	
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B	Repair Management			Purchase Ledger Ord	ler Contact Configuration	Ple	ase select Belonging C 🗸 Plea	ase select a time rar	nge. Keywords S	Searching	Search	
â	Stock Management	>	A	dd Order 6.Click anywhere in the target document to enter the purchase order details interface								
Ä	Purchasing Management	~	N	o. PO No.	Vessel 👻	Supplier Name	Belonging Company	Inquiry Mode 👻	Purchase Applica	Operation		
	Purchase		1	OL1-PO-P2501230	1 LINK OCEAN 1	SYCS	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2501230	Order Remarks Copy	Download	
	Application Purchase Docking Materials Acceptance Vessel Purchase Purchase Plan	ig >	2	OL1-PO-P2501210	11 LINK OCEAN 1	test采购订单供应商	上海互海信息科技有限公 司	General Inquiry	PA-P24080202	Order Remarks Copy	Download	
			3	OL1-PO-P2501200	12 LINK OCEAN 1	test采购订单供应商	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2501200	Order Remarks Copy	Download	
		4	OL1-PO-P2501200	1 LINK OCEAN 1	test采购订单供应商	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P2501200	Order Remarks Copy	Download		
			5	OL1-PO-P2501150	2 LINK OCEAN 1	A20241113	上海互海信息科技有限公 司	General Inquiry	OL1-PA-P241108(	Order Remarks Copy	Download	
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	Purchase Order						404 Total 10Total/Page	~ < 1	2 3	41 > Go	To 1 Page	
PO Details (Finshod)												
Order No.: OL1-PO-P25012301					onging Company : 上海	互海信息科技有限公司						
Vessel Name: LINK OCEAN			AN 1	1 Item Type: Spare Parts			Purchase Plan Type: Quarter Purchase Associated Inquiry No.: PE-P25012301					

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Vessel Name: LINK OCEAN 1	Item Type: Spare Parts	Purchase Plan Type: Quarter Purchase	Associated Inquiry No.: PE-P25012301					
Supplier Name: SYCS	Contact Person: 测试李	Cell Phone: (+86) 18362674266	E-mail: sakurashows@qq.com					
Address:	Supply Cycle:现货,根据靠泊情况供船	Quotation Remarks:	Order Remarks:此订单关注下 💊 🕝					
Contract Info								
Contract No.:	Contract Name:	Contract Description: 7.Vie	w the order remarks and attachment					
Purchase Total Price(CNY): 3,663.00	Tax: 6%, Taxes: 207.34)	Acceptance Total Price(CNY): 3,663.00	Acceptance Total Price(CNY): 3,663.00					
Total Price of Goods(CNY): 3,663.00		Total Price of Accepted Goods(CNY): 3,663.00 (Including Tax207.34)						
Freight Charge(CNY): 0.00								
Additional Cost(CNY): 0.00 View Additional Cos								
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No Spare Parts Name Code/Specification	/Drawing No. Spares Description Budget Acc	ount Number Appl No. Appl Dent	Purchase Otv Actual Purchase Otv A					
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1	2 ① Position No.: 2	2		002001	OL1-PA- 2301	P2501 _1	Engine Dept.	11 (2)	11 (2)	11
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